

Logistics Assistant

JOB SUMMARY

The Logistics Assistant will report to the Assistant Supervisor/ Supervisor. Within the warehouse and storage facilities. He/ She will be responsible for: stock take, picking, packing, loading and unloading material etc. Work activities include operating a forklift, reach truck, bulk material transfers etc. In addition, the Logistics Assistant will uphold quality standards as well as conform to Safety, ISO 9001 policies and procedures.

ROLE AND RESPONSIBILITIES

Work with all Departments in the Business

- Ensure Optimum Service Levels to Customers and a smooth process flow within Warehouse.
- Maintain High Service Levels and Excellent Reputation in the marketplace.
- Follow all safety and according to plant procedures.
- Track and report performance on safety, quality, and productivity.

Daily Operations requirement

- Perform and coordinate warehouse processes, from inbounds to outbounds, on a timely basis.
- Ensure work areas are clean, neat, and organized to be able to facilitate order fulfillment and restocking activities.
- Follow standard operating procedures to ensure efficient good flow and accurate inventory count
- Perform inventory controls, stock count, inspection for incoming goods and keep quality standards high for audits.
- Participate in Workplace Safety & Health (WSH) procedures to ensure department compliance with regulations by performing periodic safety & health risk assessment.
- Locating and moving stock to pallets or crates for storage or shipment.
- Identifying damages and report shortages or quality deficiencies.
- Operating of warehouse equipment such as forklift & reach truck and the equipment is well maintained at all time.
- Ensure proper control and maintenance of material handling equipment such as forklift and reach truck.
- Other ad-hoc warehouse duties may be assigned.

REQUIREMENTS

- Relevant working experience in warehousing/ logistics environment.
- Certified as a Forklift Driver; must have Experience in operating both a forklift and a reach truck.
- Ability to work cohesively as part of a team.
- Good team player and helps whenever help is needed, not calculative.
- Excellent communication and organizational skills.

ADDITIONAL INFO

- Working location: 102 Pasir Panjang Road, Singapore 118528.
- Working Hours: Mon - Fri 8.30 am to 5.20 pm, Sat 8.30 am to 12.30 pm
(5.5 days' work week with one Saturday off a month)
- Medical & Dental Benefits, AWS & Performance Bonus.
- Upskilling opportunity based on job performance.